



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

# Council Meeting Agenda

Engineering Society of Queen's University

Monday, November 8<sup>th</sup>, 2021

6:00 pm, Video Conference

- |       |                                   |       |  |
|-------|-----------------------------------|-------|--|
| I.    | Attendance                        |       |  |
| II.   | Adoption of the Agenda: Motion 1  |       |  |
| III.  | Adoption of the Minutes: Motion 2 |       |  |
| IV.   | Speaker's Business                |       |  |
| V.    | Presentations                     |       |  |
| VI.   | New Business [3-7]                |       |  |
| VII.  | Executive Reports                 |       |  |
|       | i) President                      |       | xi) Information Technology             |
|       | ii) VP (Operations)               |       | xii) Social Issues                     |
|       | iii) VP (Student Affairs)         |       | xiii) Professional Development         |
| VIII. | Director Reports                  |       | xiv) Services                          |
|       | i) Academics                      | IX.   | Question Period                        |
|       | ii) Communications                | X.    | Faculty Board Report                   |
|       | iii) Clubs & Conferences          | XI.   | Alma Mater Society Report              |
|       | iv) Design                        | XII.  | Senate Report                          |
|       | v) Internal Processes             | XIII. | Engineering Review Board Report        |
|       | vi) External Relations            | XIV.  | Advisory Board Report                  |
|       | vii) Finance                      | XV.   | Club Reports (Sunny Group)             |
|       | viii) First Year                  |       | i) Applied Math                        |
|       | ix) Human Resources               |       | ii) ChemEngChem                        |
|       | x) Governance                     |       | iii) Geological                        |
|       |                                   |       | iv) Civil                              |
|       |                                   | XVI.  | Year Reports                           |
|       |                                   |       | i) Sci '22                             |
|       |                                   |       | ii) Sci '23                            |
|       |                                   |       | iii) Sci '24                           |
|       |                                   |       | iv) Sci '25                            |
|       |                                   | XVII. | Statements and Questions<br>by Members |

**Speaker:** Nick Neokleous

**Secretary:** Matthew Sun

# Motion List

## Motion 1

Whereas: An agenda was made;  
& whereas: we need to approve it;

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Monday, November 8th, 2021, as seen on the Engineering Society website.

Moved by: Andrew "Happy" da Silva  
Seconded by: Nick "Week 9" Neokleous

## Motion 2

Whereas: It's been some amount of time since the last council;  
& whereas: Matthew wrote the minutes and they need to be approved;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Monday, October 18th, 2021, as seen on the Engineering Society website.

Moved by: Andrew "" da Silva  
Seconded by: Nick "" Neokleous

## Motion 3

Whereas: The rest of the External Communications Committee needs to be elected;  
& whereas: It's (finally) time to get this party going;

BE IT RESOLVED THAT:

Council elect Alice Stapleton, Becca Otsuki, and Michael Jones according to By-Law Section 9.B.2.

Moved by: Aidan "la comunicación" Shimizu  
Seconded by: Christina "es importante" Bisol

#### Motion 4

Whereas: Bursary Committee requires an odd number of members;  
& whereas: The bursary committee currently has an even number (8) of members;

BE IT RESOLVED THAT:

Council elect Alex Galvin to the Bursary Committee.

Moved by: Maya Iyonmana

Seconded by: Jheeven Salvarajah

#### Motion 5

Whereas: The Queen's University Experimental Sustainability Team (QUEST) has not operated for the past year and a half;  
& whereas: QUEST should be de-ratified;

BE IT RESOLVED THAT:

Council approves the changes to By-Law 10.H in its second reading as seen in Appendix "APPENDIX\_QUEST\_BYLAW".

Moved by: Jen "and I don't even need your love" Kovich

Seconded by: Kaija "but you treat me like a stranger and that feels so rough"

Edwards

#### Motion 6

Whereas: Council needs a deputy Speaker  
& whereas: Council does not have a deputy Speaker

BE IT RESOLVED THAT:

Council appoints Nick Mertin as the deputy Speaker according to By-Law 1 D.1.a.

Moved by: Andrew "no" da Silva

Seconded by: Nick "name" Neokleous

#### Motion 7

Whereas: The Engineering Society General Elections are fast approaching;  
& whereas: Candidates should be subsidized for campaigning.

BE IT RESOLVED THAT:

Council approves the subsidization of \$70 for President, Vice President candidates and \$50 for Senator candidates according to By-Law 3 B.6.a.

Moved by: Andrew "prepare yourselves..." da Silva

Seconded by: Kaija "elections are coming" Edwards



# Executive Reports

## President – Christina Bisol

president@engsoc.queensu.ca

Hello Council and welcome back!!!

Things that I've been doing these past couple weeks:

- *Orientation Week:*
  - o Helping OC transition, hiring Chief FREC (Congrats Taylor!!)
  - o Debriefing meeting with SOARB
  - o Help hire FC – **APPLY!**
  - o Help plan FREC info night <3
- *Science Formal:*
  - o Getting updates of the tons of progress has been made for SciFormal CXIX (Shoutout to Matti!) and help begin the sanctioning process
  - o Opened applications for Science Formal CXX (Sci'23) – **APPLY NOW!**
- Signed EngSoc x AMS MOU
- Helping out Ben with his duties + e-transfers
- Attended AMS Assembly, Fall Term Break Task Force, and Dean Deluzio
- Helping ERB assembling the required hiring panel as per by-law
- Preparations for the next Engineering Review Board & reviewing policy/by-law
- Lots of meetings, emails, and printing of posters for advertising
- Reviewed many documents for Fall Term Break Task Force
- Met with FEAS about Community Awards
- Met with FYPCO (YES HARMEHAR!) and began our feedback project for EngPals
- Working with Aidan on the approval of sending delegates to out of province conference
- Hiring Science Quest Head Director

Things that I will be doing over the next few weeks:

- Reviewing Fall Term Break Proposal and continue to advocate for Orientation Week days
- Continuing oversight of FC hiring and transition
- AMS Assembly
- Continue working with FYPCO, SciFormal, ERB, in their endeavours and hiring (where applicable)
- AMS event forms, FREC info night
- Oversight in any further reopening of our operations and services

- Basically a lot of continuing the projects above

Cheers,  
Christina



## VP (Operations) – Ben Frosst

[vpops@engsoc.queensu.ca](mailto:vpops@engsoc.queensu.ca)

Hey

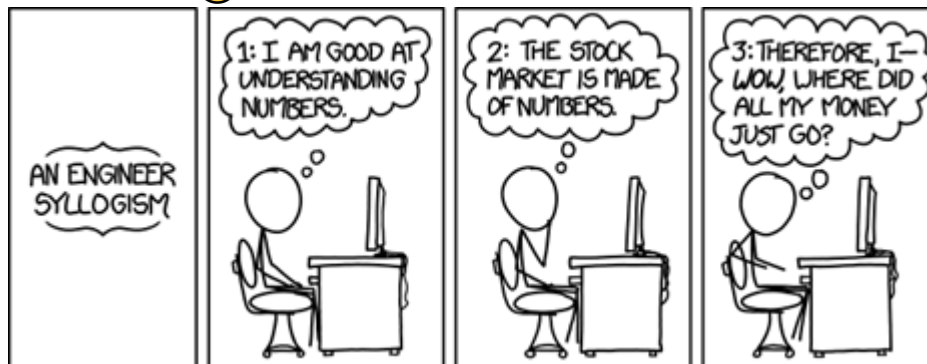
Council,

Things that I've been doing over the past three weeks:

- Being Concussed
- Getting back to my role

Things that I will be doing over the next two weeks

- Office 365 Migration
- Service COVID Safety Plan review
- Money things – E transfers, Month Ends, Credit Card.
- Meeting with my FYPCO!
- SQ Head Manager Hiring
- Most importantly – Recovering, still not at 100% yet. Things will be slow 😞



Credit: [xkcd.com/1570/](http://xkcd.com/1570/)

## VP (Student Affairs) – Kaija Niska Edwards

vpsa@engsoc.queensu.ca

Hyvää iltaa,

I'm sad we missed spooky council and wow I can't believe it's week 9! I hope you all have had a chance to see the newly-painted year crests outside Clark! Big shoutout to the Sci '25, '24, '23, and '22 teams for making this possible.

Things I have been doing over the past two weeks:

- Lots of meetings:
  - Director statics (DoCC, DoComm, DoD, DoFY, DoG, DoHR)
  - DSC Roundtable
  - Advisory Board
  - AMS Assembly
  - Dean Deluzio
- Hired Chief FREC
- Year Crest Safety Plan & Painting
- Returning all the stanchions I accidentally ordered

Things that I will be doing over the next two weeks:

- Credit card statements (bleh Ben stuff)
- EDII in design committee
- Finishing crest painting
- DSC & Year Exec November Roundtables

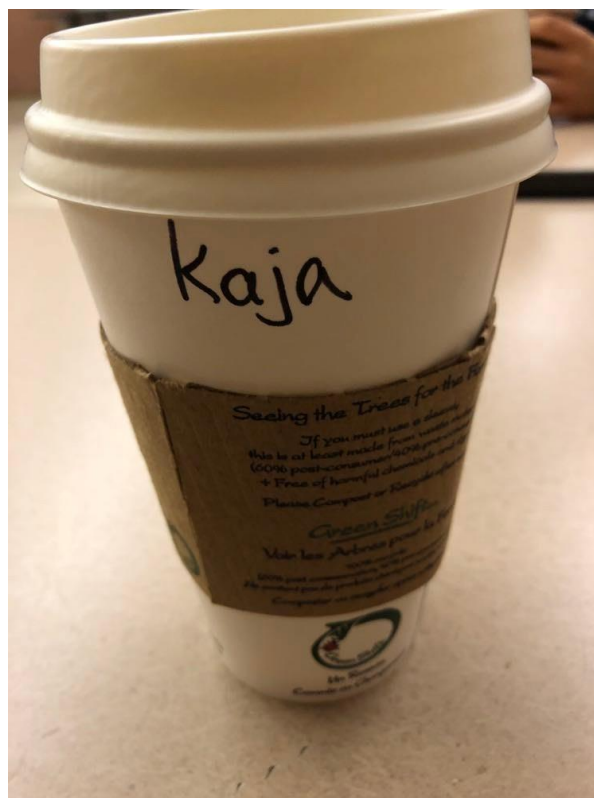
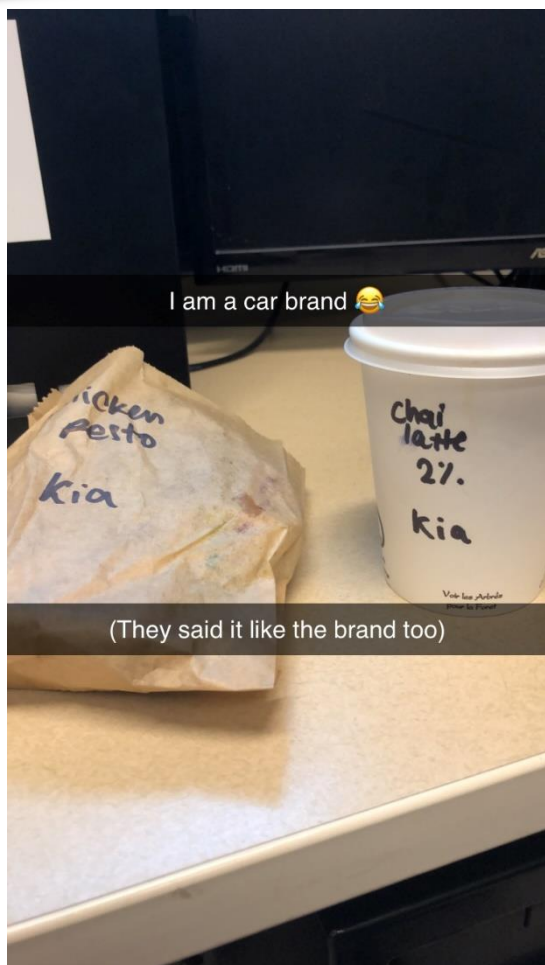
Kippis,

Kaija Niska Edwards (she/her/hers)

VPSA

I WILL PREFACE THIS WITH: I love the TeaRoom and their staff are super! My name is difficult to spell so here is some funny ways it's been misspelt this week <3





# Director Reports

**Academics – Alexa Hadley**

**[academic@engsoc.queensu.ca](mailto:academic@engsoc.queensu.ca)**

No report submitted.

## **Communications – Ella McGurk**

comm@engsoc.queensu.ca

Things I did the past two weeks:

- Met with my FYPCO Stephanie (she's awesome), our first meeting went well and was mostly to get to know each other
- Graphics team completed and posted all of our breast cancer awareness graphics, they've also been really busy doing outreach graphics in particular
- Still planning logistics for headshot event (LinkedIn), wanted to get my photographers trained before doing this
- Usual tasks: helping my managers, maintaining the Instagram, creating a bunch of graphics of my own, AllEng emails, statics
- Been trying to figure out how to fix the link from Dash to Breezy on the engsoc website, the site is a labyrinth, also been doing general cleanup fixing names
- Got my finance officer! I'll be making some purchases ASAP
- Met with my team (aiming to do every Monday that isn't council)
- Still ironing out business with licensing - @ Kaija and Marissa let me know if you have an extra for Canva so my team can stop sharing
- Managers are always busy
  - o Sara did headshot training for my photographers which is extremely necessary
  - o Tom is doing great, and my graphics team is always working hard

Things I will be doing the next two weeks:

- Setting up a photo wall of vintage archive pictures in the ILC stairwell – costs to print are relatively cheap at 30 cents a photograph, will have my team and I picking out pictures for the next week before we go to print
- Making purchases with my finance officer – CEO sweaters, drone, posters and misc. supplies/props
- Continuing in-house projects – Movember campaigning this month, EDII spotlighting as well
- Usual tasks: helping my managers, maintaining the Instagram, AllEng emails, statics, etc.
- Advertising Breezy better on the Instagram and through physical posters to hopefully boost engagement from first and second years
- FYPCO – Stephanie will be helping me shortly with a campaign for first years on the different engineering disciplines, as well as a photo wall in the ILC
- Daniel (videographer) will also be helping me out with a discipline video I mentioned previously, I believe we'll be doing some interviews

Cheers,  
Ella

## **Clubs & Conferences – Adam Fell**

[conferences@engsoc.queensu.ca](mailto:conferences@engsoc.queensu.ca)

Greetings council,

Things I have been doing over the past two weeks:

- Regular meetings with Clubs and Conferences
- Distributing relevant information to Conferences to assist with planning
- Hired Chair of EDII Conference
- Helped set up hiring for EDII Conference Executive positions
- Begun initial logistics and content planning for EDII Conference
- Assisting new clubs with ratification

Things that I will be doing over the next two weeks:

- Hiring EDII Conference Executive positions
- Continuing to plan the logistics of the EDII Conference
- Working on conferences sustainability report with Conferences Officer and FYPCO
- More regular meetings with Clubs & Conferences
- Assisting with AMS event applications

## **Design – Jen Kovich**

[design@engsoc.queensu.ca](mailto:design@engsoc.queensu.ca)

No report submitted.

## **Internal Processes – Evan Wray**

[doip@engsoc.queensu.ca](mailto:doip@engsoc.queensu.ca)

Hey Council!

**Things that I have done over the past two weeks:**

- Practicing Microsoft Power Automate, Apps, and BI
- Developing projects for A&PD Team
- Meeting with DoSI and DoER to help with automation tasks
- Poster Sale event planning
- Develop FYPCO tasks
- Updating ILC Lounge Covid Safety Plan

**Things that I will be doing over the next two weeks:**

- Learning Key system to provide & manage keys to Services
- Learning Security system to monitor and maintain logs
- Poster Sale planning
- Dean's Reception planning
- Preliminary Awards Banquet planning
- Finalize FYPCO tasks

All the best,

Evan



## **External Relations – Aidan Shimizu**

external@engsoc.queensu.ca

Hello council!

### **Things I've been doing the last two weeks:**

#### **Events/Initiatives**

- Fix n' Clean is a go!! Nov. 20-21<sup>st</sup>
- Outreach team hired, first meeting Saturday
  - o Santa Clause parade planning
  - o Thundercanz planning
  - o Indigenous patch initiative
- Movember started
  - o Queen's University Movember - <https://ca.movember.com/team/2342423>
  - o Ritual

#### **External Stuff**

- Advertising for CDE & FYIC delegates
- Preparing delegate training
- Working on getting CELC Queen's Delegates approved
- Electing Ex Comm Comm!!!
- Attend ESSCO October TC

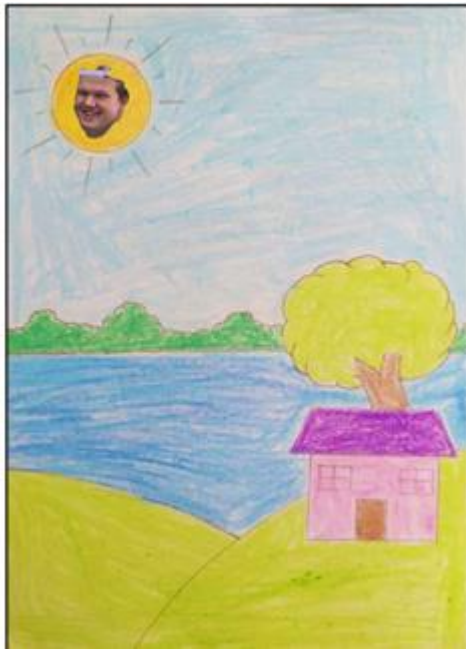
### **Things I will be doing over the next two weeks:**

#### **Events/Iniatives:**

- Finalizing Fix n' Clean planning, getting volunteers
- Finalizing Outreach Team events for the semester
- Movember
  - o Spikeball tournament October 21<sup>st</sup>
  - o ILC/ARC Booths

#### **External Stuff**

- Training delegates for CDE and FYIC
- Creating a form for conference feedback
- Getting ex comm comm started
- Finalizing CELC planning



**A WRAY OF SUNSHINE**

Bapp,  
Aidan Shimizu

## **Finance – Michael Butler**

[finance@engsoc.queensu.ca](mailto:finance@engsoc.queensu.ca)

Good morning consumers:!) Merry Christmas. Since last council I've been:

- **Assisting Affiliated Groups**
  - o Again just many emails about anything from EFTs to Sponsorship Invoices
  - o Ongoing budget approval and adding groups to BoE
- **Financial Officers**
  - o Will and Ali have been working on Finance Training Improvements
  - o Jackson has been working with Microsoft Flows for BoE
  - o Creating a contact list
- **!New Slack!**
  - o If you have the invite, I'd highly recommend accepting soon
  - o Get faster responses to your questions from your FOs and me
  - o Designed for Affiliated Group Treasurers to use
  - o Now we can make announcements + post resources to all the money people

Over the next little bit:

- **Finance Training**
  - o Sunday 3PM – Zoom link to be posted to Slack
- **Bank of EngSoc**
  - o Running BoE w/finance officers
  - o Fixing permission issues and odd flows
  - o Increase in requests so looking to speed up many of the processes
- **Month Ends and Credit Cards**

Other than that have a great week, and might I offer “*Tell It to My Heart – MEDUZA, Hozier*” as my council song.

K, thanks for all the fish and have a great rest of council!





## **First Year – Allen Liu**

[firstyear@engsoc.queensu.ca](mailto:firstyear@engsoc.queensu.ca)

Hello council, hope week 9's been treating you well!

Things I've been doing the last 2 weeks:

- FYPCO's lots of FYPCO stuff: check in form, trivia night + meet & greet, Discord server
- Year Crest reveal
- QUIC meeting, setting up a workshop
- Working on J-C
- Lots of emails, lots of meetings :)

Things I will be doing in the next 2 weeks:

- WISE Workshop happening next week
- Planning an EPT academic help session
- Working on setting up academic de-stressors for FY midterms (movie night, trivia etc)



## **Human Resources – Alison Wong**

[hr@engsoc.queensu.ca](mailto:hr@engsoc.queensu.ca)

No report submitted.

## Governance – Andrew da Silva

[governance@engsoc.queensu.ca](mailto:governance@engsoc.queensu.ca)

Hello Council,

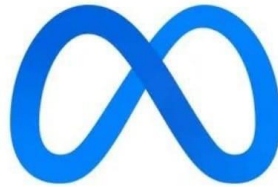
Things I've been doing the past two weeks:

- Meeting regularly with the General Elections team
- Going over different advertisement posts and ways to get the word out about elections in January (Yes already!)
- Beginning to fill out event request forms for the months of January and February
- Continue to organize council, send out news letter, etc.

Things I will be doing in the next two weeks:

- Finalize the General Election Rules and get it approved at Council
- Continue to do the regular things of the DoG

**IF I MAKE A MEME ABOUT  
FACEBOOK**



**WILL IT BE A META MEME?**

## Information Technology – Zach Donovan

doit@engsoc.queensu.ca

Hey

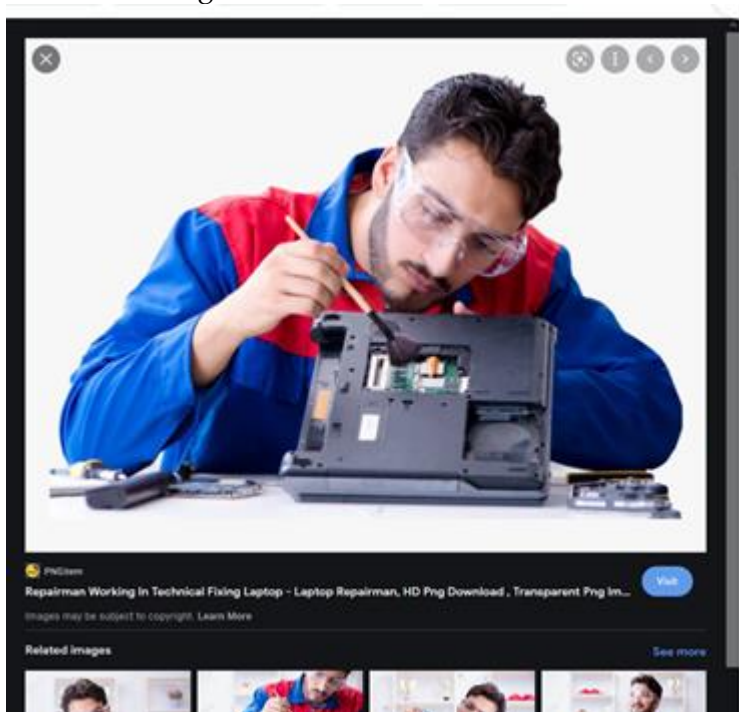
Council,

Things that I've been doing over the past few weeks:

- In talks w/ FEAS and ITS to consolidate IT stuff.
- Moving PostgreSQL LXC containers to Amazon RDS (because scalability = cool).
- Much more migration madness.
- Building various internal tools for others.

Things that I will be doing over the next two weeks

- Much much much more migration madness.
- T I C K E T S (sorry for the delay).
- Training OPs in Azure AD



## Social Issues – Jheeven Salvarajah

dosi@engsoc.queensu.ca

Howder Council, Happy Movember!!!!!!!

Over the last 2 weeks

- Meetings with Exec/ED/Equity Team/Sustainability Committee
- EDII in the workplace meeting with DoPD
- Meetings with EDII Conference Co-Chair
  - Transitioning preliminary planning
  - Conference Committee Hiring/Collaboration with Equity Team
  - Brainstorming conference timeline, venue spaces and layout
- Bursary Automation project started
- Helped ET Intl Student Rep launch an international student feedback survey
- Meeting with DoHR to discuss EDII training for fall training conference
  - In house training creation (Rise)
  - HREO training use
- Orientation Week EDII-AS Survey
  - Creating report 1 (sending to board)
  - Preparing presentation to board & OC'22
- Indigenous support/awareness patches initiative work with DoER
  - Patch Design
  - Profit donations
- EDII project collaborations with the faculty ETLT team
- ASUS Student Affairs survey collaboration
- Dec 6<sup>th</sup> planning #muchoevent forms

Over next 2 weeks

- More Meetings with Exec/ED/Equity Team/Sustainability Committee/FC
- Restocking ILC washrooms
  - Getting 3 more baskets for mens washrooms
- EDII Conference Committee Hiring/Marketing
- OWeek EDII Survey work
  - Presenting to board
  - Report 2 creation
- Meeting with my FYPCO
- Indigenous support/awareness patches initiative
  - Getting a patch designed to get the patch marketing underway
- Helping prepare fall training conference (EDII content)
- Attending CDE (Conference on Diversity in Engineering)
- Bursary Automation and Policy Changes
- A lot more Dec 6<sup>th</sup> planning

Have a fantastic next 2 weeks, yall r awesome!



## **Professional Development – Marissa Matthews**

[pd@engsoc.queensu.ca](mailto:pd@engsoc.queensu.ca)

Hey council!

Things I have been doing over the past two weeks:

- Ran a How to Use Excel in Industry Workshop
- Working on our PD website
- Contacting companies about our Sustainability and Diversity Job Fair
- Meeting my FYPCO!

Things that I will be doing over the next two weeks:

- Running a Resume Review Workshop
- Running an EDII in Industry Alumni Panel
- Filling out in-person event forms for Summit in January
- Booking venues for Summit and Job Fair
- Working on a PD Feedback survey





## Services – Dalena Vo

[services@engsoc.queensu.ca](mailto:services@engsoc.queensu.ca)



Things I have been doing over the past two weeks:

- Clark x Tea Room Après-Ski Ritual and last (?) outdoor ritual this past Friday
- Working on indoor Clark safety plans
- The Tea Room has sooooooup now!
- Movember collabs: Tea Room Movember Mocha, Movember Ritual
- Science Quest Head Director interviews and posting Assistant Director apps
- Coordinating follow-up on staff trainings
- Customer feedback surveys are complete for Clark, Tea Room, and CEO
- Coordinating bathroom repairs for Clark Lounge

Things that I will be doing over the next two weeks:

- Safety planzzzz
- Science Quest Head Director transition and Assistant Director hiring
- Looking into further Clark renovations
- Weekly statics as per always
- All head manager meeting (long time coming I know)

